

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 07-6-980      2. Position Number: 907-502-3175-095      3. Date of Posting: \_\_\_\_\_
4. Classification: Transportation Engineering Technician      5. Salary Range: \$3,410-\$5,132
6. Pay Differentials That Apply To Position: Pay Differential 271. Bilingual Pay.
7. Working Hours of Position: Must be able to work varying shifts and overtime based on workload and Construction operations.
8. District/Division: 7/Construction      Section: Construction Field      Geographic Location: El Monte Field Office
- (If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) Determination for relocation will be made by Hiring Supervisor.

8. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)
- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
<http://www.calhr.ca.gov/state-hr-professionals/pages/3175.aspx>
- B. Technical & Professional Skills & Abilities: Knowledge of the construction practices, field testing request procedures and construction field office procedures. Ability to communicate effectively, oral and in writing, document work performed daily. Must be team work oriented, with ability to work independently and to perform construction administration duties and must be able to interpret the Special Provisions, Standard Specifications, Contract Plans, Standard Plans, Codes, and Manuals.
- C. License and/or Certification Requirements: Must be able to drive a state vehicle and have a valid California Drivers License.
- D. Physical Abilities to Perform Essential Functions: May be required to sit for long periods of time using a keyboard and video display terminal. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 25 pounds. Occasional twisting of neck and waist. Must be able to travel to various field locations and may be required to move across uneven surfaces to conduct businesses. Mental: must have the ability to sustain mental activity to write reports, problem solve, analyze and gather facts. Emotional: must have the ability to maintain emotional control during conflicts with contractors and/or coworkers; must be able to develop and maintain cooperative working relationships and respond appropriately to difficult situations; recognize emotionally charged issues or problems, and perform appropriately.
- E. Other Departmental Requirements: Will be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Overtime and flexible hours may be required.
- F. Duty Statement/Description of Duties: (Will insert link to duty statement document)  
**Under the supervision of a Senior Transportation Engineer, the Transportation Engineering Technician in the Construction Field Office is responsible for assisting the Senior Transportation Engineer/Resident Engineer with: record keeping and inspection of projects ensuring the contractor complies with all contract requirements.**

10. Final Date and Time for Receiving Bid: \_\_\_\_\_
11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>
11. Submit Bid to:  
Name: Ana Abundo

Address: 100 S. Main Street, Los Angeles, CA 90012

Telephone Number: (213) 897-0571

FAX Number: \_\_\_\_\_

E-mail Address: Ana M Abundo@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)
13. Expected Reporting Date To Position (**Unit 11 Only**): \_\_\_\_\_  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)